

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5110

TITLE: COUNTY SURVEYOR

GRADE: S-32

DEFINITION:

Under administrative direction, serves as branch chief of the Survey Branch, performs land surveying work, provides professional and technical oversight to staff performing professional surveying work for the County; and does related work as required.

DISTINGUISHING CHARACTERISTICS:

The County Surveyor is distinguished from the Deputy County Surveyor in that the County Surveyor serves as branch chief of the Survey Branch, performs land surveying work and provides professional and technical oversight to staff performing professional surveying work for the County; whereas the Deputy County Surveyor performs professional surveying work, provides technical and professional guidance to the survey analysts and survey crews and assists the County Surveyor with coordination of the department operations.

ILLUSTRATIVE DUTIES:

Provides professional direction to the members of the land survey branch team; responsible for planning, advising, teaching, and mentoring the team members to ensure successful completion of every project;

Provides technical guidance and input on key projects throughout the conceptual, preliminary and final design and construction phases;

Certifies that all survey work of the branch is done to the professional standards as required by the Commonwealth of Virginia;

Seals the work of the branch prepared under supervision of County Surveyor.

Attends public meetings and conferences, and makes recommendations concerning County projects;

Serves on technical committees for process improvement or regulatory initiatives.

Provides expert testimony in court hearings, public hearings, and to the Board of Supervisors when requested;

Provides advice to County Attorneys on land and boundary disputes and lawsuits with private developers, builders and homeowners drawing upon knowledge of legal principles of land surveying work.

Ensures coordination with all branches within the County regarding Land Survey work;

Manages the contract administration of the outside vendors who perform surveys in support of the County;

Ensures work performed under contract meets county standards and agreed upon specifications and timeframes, and permit and regulatory requirements;

Manages the workforce planning initiatives, hiring, separations, and personnel management for the branch.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory and practice of land surveying, civil engineering, design and construction, boundary and right-of-way determination;
Knowledge of the theory and practice National Oceanic and Atmospheric Administration requirements for establishing secondary control monumentation;
Excellent knowledge of Survey Software including AutoCAD & Trimble, (and/or current county platform) Microsoft Office Suite, and Hardware (PCs and Plotters), and the GIS system;
Extensive knowledge of the legal principles of land surveying;
Knowledge of the regulations of contract procurement and management;
Ability to communicate clearly and effectively both orally and in writing;
Ability to communicate complex ideas graphically;
Ability to establish and maintain effective working relationships with governmental officials and the public;
Ability to use new technology to enhance decision making;
Ability to negotiate with individuals and groups internally and externally;
Ability to identify and navigate the internal and external politics that impact the work of the organization;
Ability to prepare technical reports and to present findings in a clear and concise format;
Ability to oversee and coordinate the work of a diverse professional and paraprofessional surveying staff;
Ability to carry out workforce planning initiatives and personnel management for the branch;
Ability to lead process improvement initiatives and implement quality assurance policy for a team based work group to insure conformance with appropriate standards and legal requirements;
Ability to implement the Safety and Occupational Health program in the business are in order to ensure compliance with safety regulations, standards, and policies.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to:
Graduation from an accredited four-year college or university with major course work in an engineering field: PLUS experience encompassing work in all positions in the Survey Branch or equivalent, eight years of which must be post licensure.

NECESSARY SPECIAL REQUIREMENTS:

Current Licensed Land Surveyor in the Commonwealth of Virginia.

REVISED:	October 8, 2008
APPROVED:	February 23, 1981